



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG (621)

17 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 138 – US Army Intelligence Center and Fort Huachuca (USAIC&FH) Civilian Workforce Development Guidance

1. References.

a. AR 690-13, Civilian Intelligence Personnel Management System (CIPMS) – Policies and Procedures, 29 October 1990.

b. Army Civilian Training, Education and Development System (ACTEDS) Plan for Career Program 35 (Intelligence), Third Edition, May 2001.

2. This memorandum provides guidance for the professional development of the civilian workforce within the USAIC&FH.

3. The USAIC&FH is committed to leader and technical development of all civilian employees. Employee professional development will be a basic tenet of our organization and used to improve organizational performance. Equally important, is our recognition that professional development is crucial to the career progression of our civilian employees.

4. The central focus of our effort will be on full implementation of the Army Civilian Training, Education and Development System (ACTEDS) and documentation of development objectives in the Total Army Personnel Evaluation System (TAPES) civilian evaluation report support forms.

a. Supervisors will develop individual training plans (ITP) jointly with their employees. Individual training plans will be based on the competencies required by the ACTEDS plan appropriate to the employee's career program and current position.

b. Training and development activities documented on support forms will be considered in annual evaluations.

c. Individual training plans will be competency-based. They may be a blend of on-the-job training (OJT) with formal education and classroom instruction, distance learning, developmental assignments, and self-development activities.

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5. Selecting officials responsible for hiring/promotion deliberations will weight attainment of relevant training, education and professional development as a positive factor in the selection process, and document its contribution as a part of the selection rationale.

6. The USAIC&FH will equitably distribute available resources in support of workforce development programs. Supervisors are encouraged to set aside an amount equal to 3% of civilian pay to fund development activities.

a. Once training has been authorized through appropriate channels, supervisors are responsible for releasing employees to attend training.

b. Employees are responsible for attending authorized training. Rescheduling or cancellation of training should only occur in unusual and exceptional circumstances.

7. Activity Career Program Managers (ACPM) play an important supporting role in workforce development. They represent the commander and are the focal point for information, advice and guidance on career management issues. They are required to review and endorse applications for professional certification and training prior to being submitted to TRADOC CPM for approval.

8. Point of contact for this action is LTC Crockett at (520) 533-1173 or DSN 821-1173.

//original signed//
JAMES A. MARKS
Major General, USA
Commanding

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